

Reserving a Conference Room or the Pool Car

From any email client or webmail:

Send a meeting request to one of the following email addresses:

1stfloorhearingroom@hanover-ma.gov

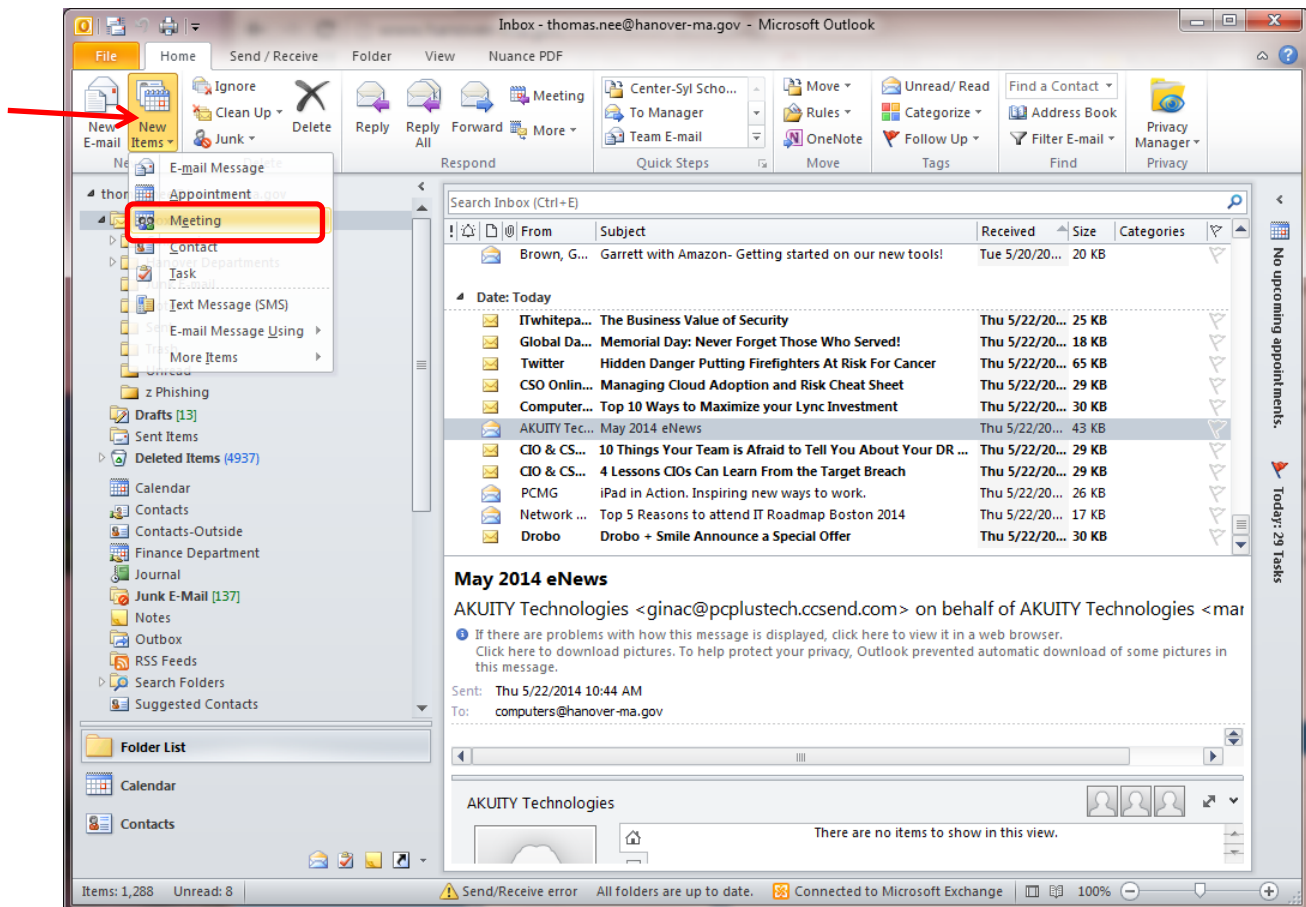
2ndfloorhearingroom@hanover-ma.gov

advisoryhearingroom@hanover-ma.gov

dmipoolcar@hanover-ma.gov

From a hanover-ma.gov domain account in Outlook:

From a calendar folder click **New Meeting** or from a mail folder click **New Items: Meeting**:



Click button **Rooms...**:

Invitations have not been sent for this meeting.

To:

Subject:

Location: **Rooms...**

Start time: Fri 5/23/2014 10:30 AM All day event

End time: Fri 5/23/2014 11:00 AM

Click on a photo to see social network updates and email messages from this person.

All Attendees (1)

- Accepted (0)
- Tentative (0)
- Declined (0)
- Not responded (1)

Thomas Nee X
Computer Coordinator

Room Finder

May, 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

- 10:30 - 11:00 No conflicts
- 11:00 - 11:30 No conflicts
- 11:30 - 12:00 No conflicts
- 12:00 - 12:30 No conflicts
- 12:30 - 13:00 No conflicts

Double-click the room or car you wish to reserve. You can select more than one room. The name appears in the **Rooms** field. Click **OK**:

Select Rooms: hanover-ma.gov RAL

Search: ☒ Name only ☐ More columns **Address Book**

Go hanover-ma.gov RAL - thomas.nee@hanover Advanced Find

Name	Location	Business Phone	Capacity	Description	E-mail Address
1st Floor Hearing Room		781-826-5000 x1042	1	Room	1stfloorhearingroom@hanover-ma.gov
2nd Floor Hearing Room		781-826-5000 x1043	1	Room	2ndfloorhearingroom@hanover-ma.gov
Advisory Hearing Room		781-826-5000 x1044	1	Room	advisoryhearingroom@hanover-ma.gov
DMI Pool Car		781-826-4611	1	Equipment	dmipoolcar@hanover-ma.gov

Rooms ->

OK Cancel

Enter a **Subject**, which will become the title of the meeting in the calendar. Enter a start date. Enter a start time unless you check **All day event**. Look for informational messages above the **Send** button. In the example below, notice the Room Finder sidebar shows no selected room available starting at 10:00 A.M.:

Outlook Training - Meeting

File Meeting Insert Format Text Review Nuance PDF

Calendar Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options

Delete Forward OneNote Actions Show Attendees Options

Busy 15 minutes Recurrence Time Zones Room Finder Categorize Tags Zoom

Invitations have not been sent for this meeting.

To... 1st Floor Hearing Room

Subject: Outlook Training

Location: 1st Floor Hearing Room Rooms...

Start time: Wed 5/28/2014 10:30 AM All day event

End time: Wed 5/28/2014 11:00 AM

Click on a photo to see social network updates and email messages from this person.

All Attendees (1)

Accepted (0)

Tentative (0)

Declined (0)

Not responded (1)

Thomas Nee X
Computer Coordinator

Room Finder

May, 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

09:30 - 10:00
1 available room

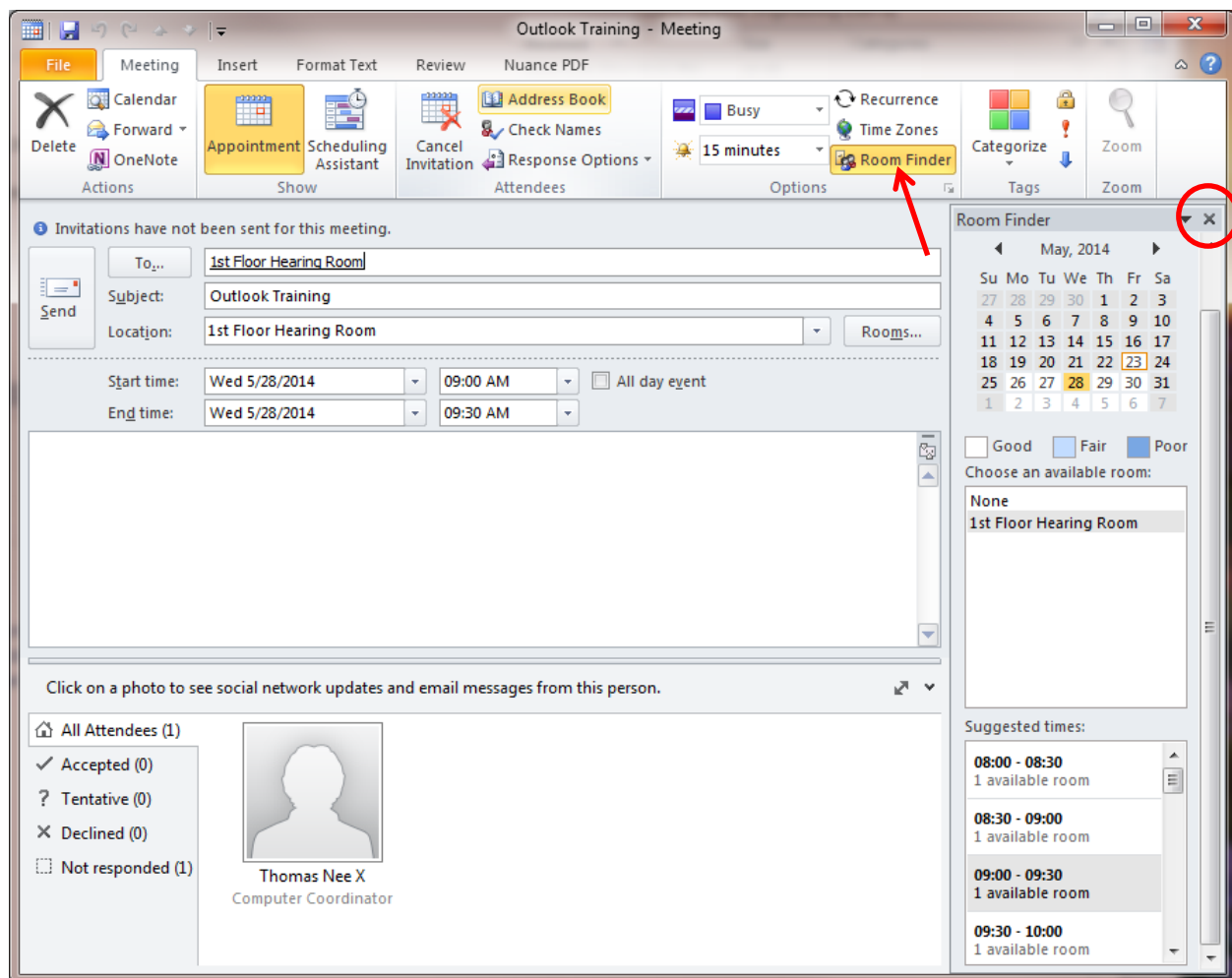
10:00 - 10:30
No available rooms

10:30 - 11:00
No available rooms

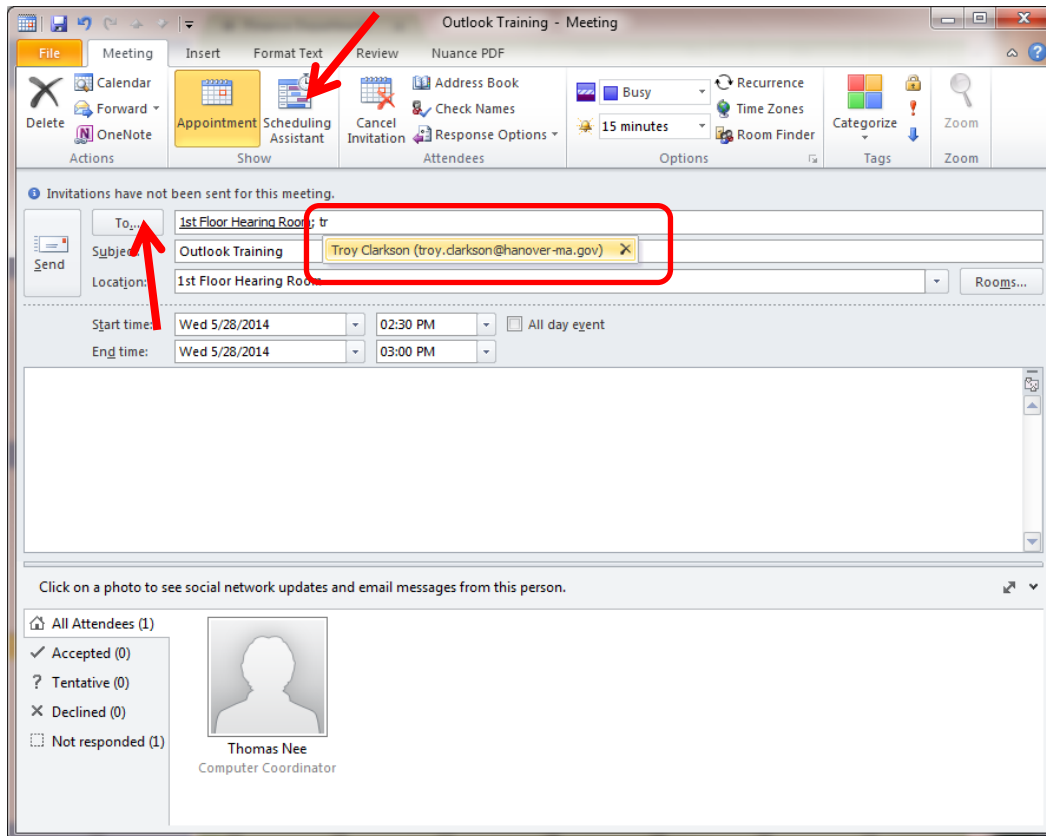
11:00 - 11:30
No available rooms

You could send the request as is and ask Audrey and Ann to resolve the conflict. Alternatively, click on an available time (e.g., 9:30 – 10:00). This will update the start and end times.

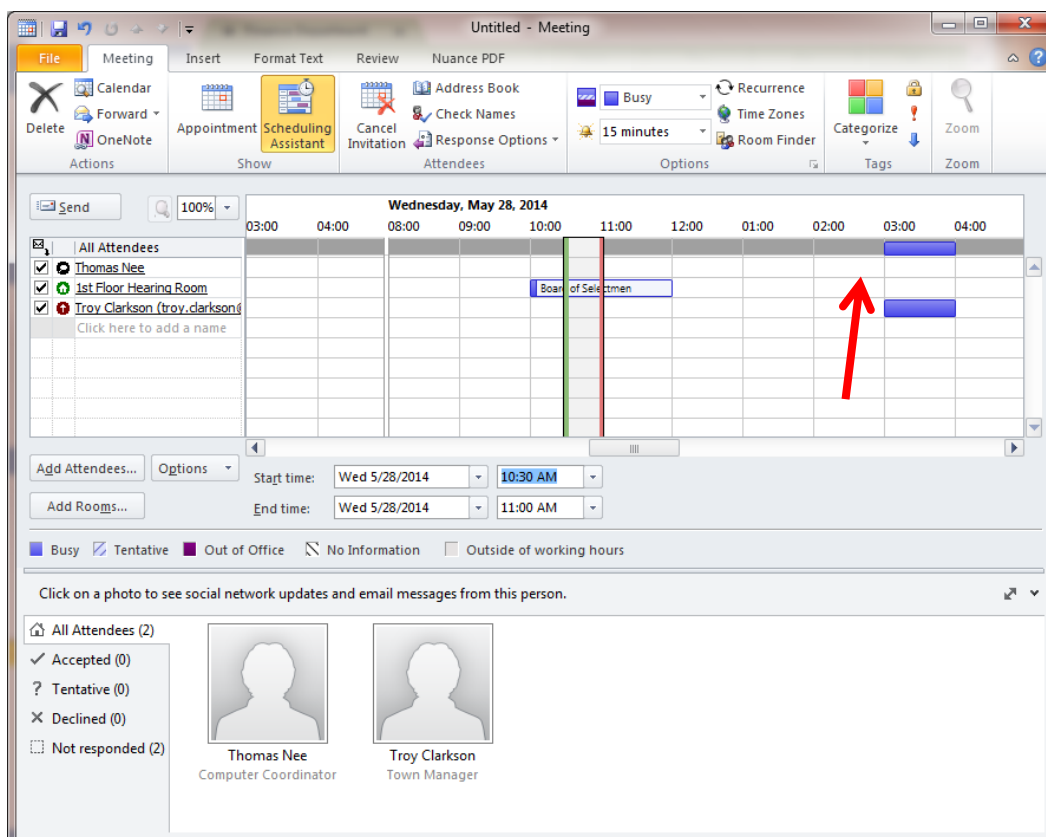
Room Finder does not show the pool car, which is considered equipment. Hide **Room Finder** by clicking either the **X** or the **Room Finder** button. The **Room Finder** button will toggle it back on.



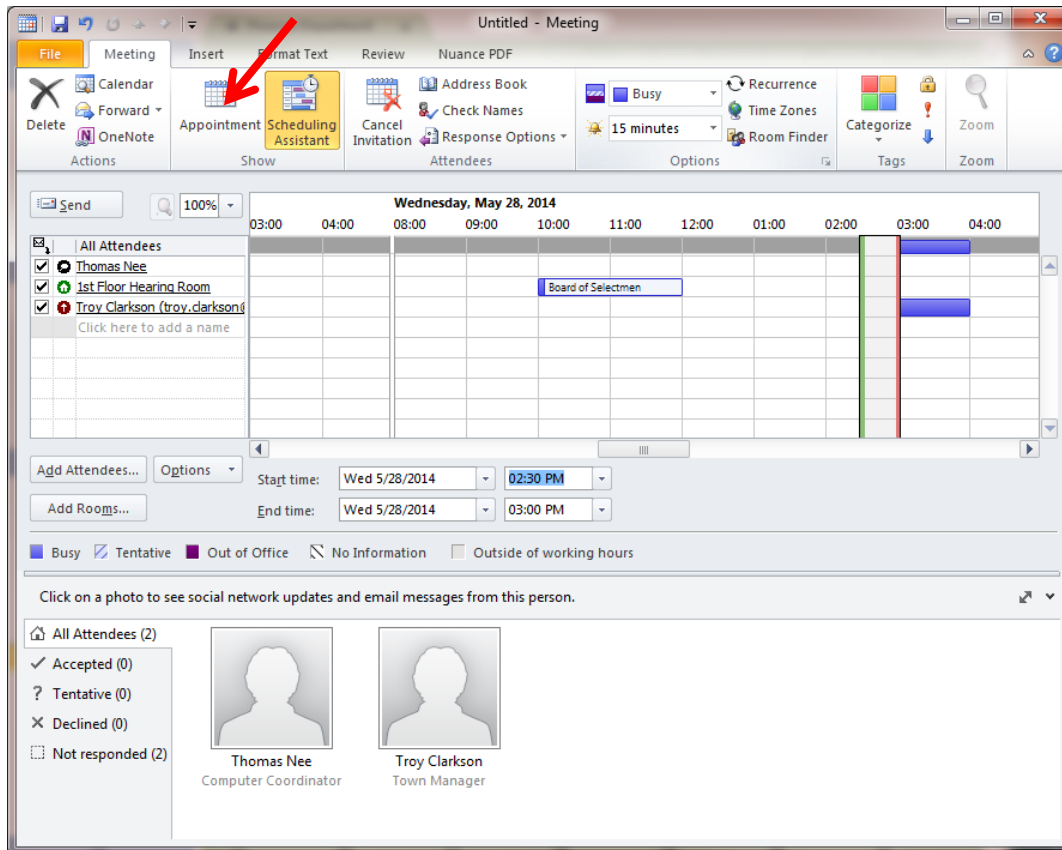
The **Scheduling Assistant** shows availability for both rooms *and* the car in table form. If you wish to invite other people and *check their availability*, add them to the list. You can type a name or click the **To** button. When done, click the **Scheduling Assistant** button:



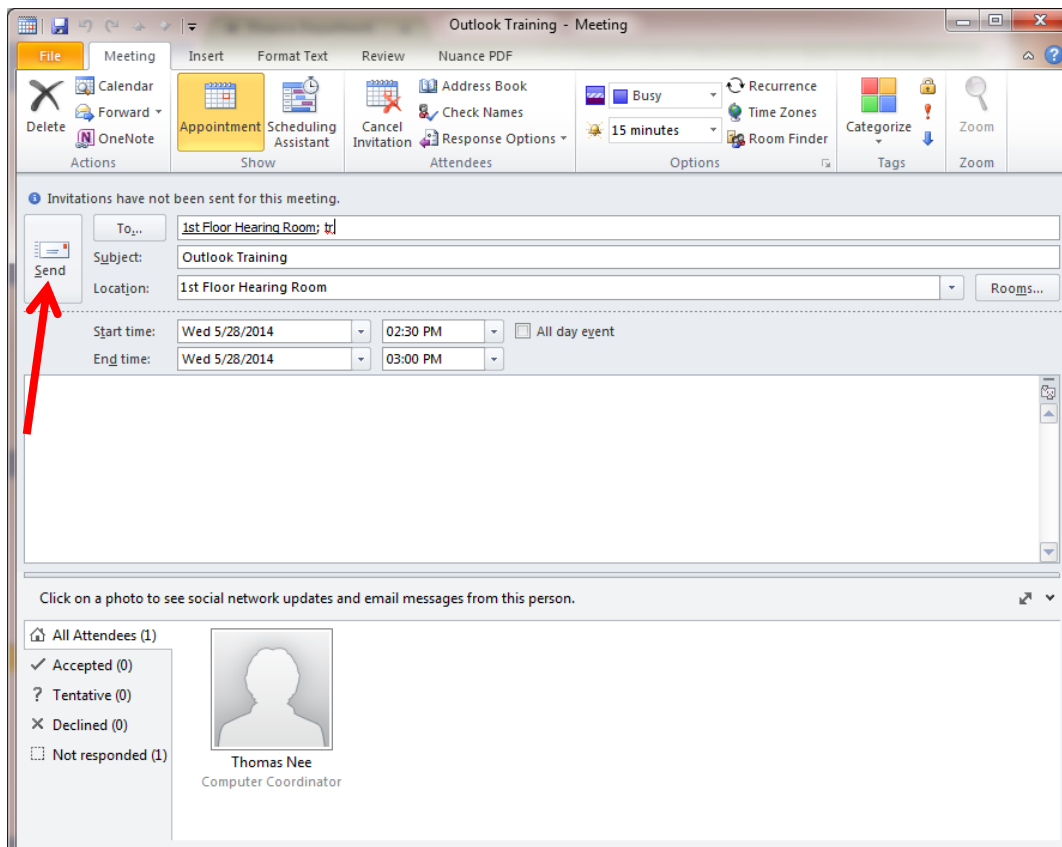
The **Scheduling Assistant** shows conflicts graphically. Unless you were granted permission to view details of a person's calendar, you will see a filled block for unavailable times. Click a column to adjust the time:



Return to the previous view by clicking the **Appointment** button:



Click **Send**:



Audrey and Ann review room reservations and Art reviews reservations for the pool car. They will send confirmations.